

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

STATE TRANSITIONAL PROFESSIONAL

JOB DESCRIPTION

Employees in this job participate in a variety of non-supervisory professional activities where the work performed is by the application of a body of knowledge related to the practices, procedures, methods, policies, theories, and concepts for a specific profession.

There is one classification in this job.

Position Code Title – State Transitional Professional-E

State Transitional Professional 9

This is the trainee level. Employees carries out a range of professional assignments learning the knowledge, skills, and techniques of the specific professional field, while retaining their former employment preference level and compensation. Work is performed under close supervision and assignments are reviewed in progress. Well-defined methods and procedures in the form of laws, regulations, rules, policies, etc., are provided, and employees must exercise judgment in applying the proper courses of action.

The State Transitional Professional classification is designed to facilitate career movement for classified State of Michigan employees who wish to make a change to a new professional career and either (1) possess a bachelor's degree or higher, (2) are classified in a professional classification, or (3) are classified in or eligible for classification in, the Senior Executive Management Assistant Service (SEMAS) 11-15 levels.

Upon appointment, the employee shall maintain their current rate of pay, if it is less than the maximum of the State Transitional Professional pay range and less than the maximum of the classification to which the employee will ultimately be reclassified. If the employee is paid more than the maximum of the State Transitional Professional pay range or more than the maximum of the pay grade for the specific classification where the employee will be reclassified, the employee shall be paid the lesser of these two rates upon appointment. SEMAS employees are subject to the pay protection described in the *Civil Service Commission Rules* and regulations. Also, reference the compensation rules and regulations. Compensation provisions of certain collective bargaining agreements may differ. In those cases, the contract provision will govern the placement and movement of employees through the pay range.

During a reduction in force, employees entering from a job having a higher employment preference level shall retain their former employment preference.

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After the minimum training period and demonstration of satisfactory performance, the employee can be placed at the appropriate pay grade of the specific classification, in accordance with classification rules, regulations, and procedures. If the appointing authority does not certify that the employee is satisfactorily performing at the level required for the specific profession, the employee will be retained in the State Transitional Professional classification until performance can be certified.

Employees appointed to a State Transitional Professional job from a professional 10-level job classification may be reclassified to the intermediate 10-level of the specific classification after six months of experience.

Employees appointed to a State Transitional Professional job from a professional P11-level and SEMA 11 classification may be reclassified to the P11-level of the specific classification after one year of experience.

Employees appointed to a State Transitional Professional job from a professional 12-level and SEMA 12 classification may be reclassified to the 12-level of the specific classification after of 18 months of experience.

Employees appointed to a State Transitional Professional job from a professional specialist and/or manager 13-level job and SEMA 13 and higher classification may be reclassified to the specialist level of the specific classification after successful completion of two years of experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

As a professional state employee in transition from one professional career to another, the employee works under the immediate supervision of other professional or management personnel to receive training and experience in performing duties in a specific profession.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Some knowledge of the theories, methods, procedures, policies, regulations, and laws related to the professional field.

Some knowledge of pertinent departmental programs.

Ability to meet and deal effectively with others.

Ability to follow verbal and written directions.

Ability to organize, analyze, and interpret information.

Ability to assume responsibility.

Ability to exercise sound judgment in the performance of professional activities.

Ability to coordinate activities with others.

Ability to satisfactorily complete and apply in-service training concepts.

Ability to maintain records and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

Review the Job Specification for the specific classification.

Physical Requirements

Review the Job Specification for the specific classification.

Education

Possession of a bachelor's, master's, or doctorate degree in the major listed on the Job Specification for the specific classification.

Experience

None.

Alternate Education and Experience

One year of experience in the Senior Executive Management Assistant Service may substitute for the educational requirement.

Special Requirements, Licenses, and Certifications

Employees must meet any licensure, certification, or registration requirements for the specific profession.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

STATRNPRF

Job Code Description

State Transitional Professional

Position Title

State Transitional Professional-E

Position Code

STATPRFE

Pay Schedule

NERE-099P

ECP Group 2

10/31/01

VLWT